

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - ATASCADERO
HEALTH & SAFETY OFFICE

JOB CLASSIFICATION: STAFF SERVICES MANAGER I

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Plans, conducts, and evaluates a comprehensive environmental and safety program to promote a safe environment throughout the facility. Supervises a small group of analysts performing journeyperson level work and personally performs the most difficult or sensitive work.

50 % **Program Administration / Delivery of Service / Compliance**

Responsible for the management and direction of the facility Health and Safety Program consistent with the facility mission and goals. This includes development, implementation, monitoring and assessment of the following programs; Injury & Illness Prevention Program (IIPP), Area Specific Safety, Hazardous Materials Management, Waste & Communication, Ergonomics, Hearing Conservation, Defensive Driving, Vector Control, Property Reimbursement, Respiratory Protection Program, Heat Conservation and Product Recalls.

Ensure compliance with laws, rules and regulations. Maintain mandated requirements facility wide with Health Services Licensing, State and County Environmental Health, The Joint Commission and Cal-OSHA through ongoing compliance activities, successful on-site surveys, appropriate survey follow-up and complaint responses.

Develop facility Plans of Correction (POCs) in response to deficiencies found by Environment of Care, Joint Commission, Licensing and Cal-OSHA, and provide guidance when environmental POCs are required in specific areas. Ensure implementation and compliance.

Chair the Environment of Care (EC) PMT. Direct and promote performance improvement projects and monitor EC data. Ensure completion of quarterly/annual Performance Improvement and Environment of Care Reports for Standards Compliance, Quality Council and Governing Body.

Conduct proactive safety assessment of risks in the physical environment as mandated, through ongoing inspection tours and monitoring. **Assure current practices are appropriate and effective.**

Provide consultation to management on environmental and safety issues. Assess potential impact and recommend action.

Evaluate facility injury statistics and trends and initiate appropriate actions. Works with the Return to Work Manager to compile, analyze, and interpret accident, injury, and lost time statistics and costs. Participates in prevention activities and training. Provide monthly, quarterly and annual injury data.

Develop standards, policies and procedures that address safety and the Environment of Care. Ensure implementation and perform annual review. Prepare and issue memoranda for all staff on Health & Safety issues.

Develop and establish initial & annual training relative to Health & Safety to meet facility and area specific requirements. In cooperation with the Training Department and Area Specific Training Coordinators, assure required training is provided. Teach Safety for Supervisors and New Employee Safety Orientation. **Review safety classes taught by other presenters.**

Responsible for contract preparation. Maintain knowledge of contract process and ongoing services. Communicate with vendors, approve payments and evaluate effectiveness of vendor and services.

Facilitate the annual Environmental Health Survey and prepare comprehensive Reports.

30%

Departmental Representation

Coordinate the seven Environment of Care Disciplines for The Joint Commission to maintain accreditation status. Provide guidance and direction to the Discipline Chairs on current requirements, assure standards are met and monitoring accomplished. Determine survey readiness and organize all EC standards for Survey presentation. Monitor quarterly reports, annual evaluations, Management Plans and performance improvement indicators for the EC Disciplines and prepare the same for the Safety Management discipline.

Chair Environment of Care Process Management Team, Executive Director's Inspection Team and any Quality Action Teams or Performance Improvement groups as necessary.

Serve as a member of Executive Committee, Administrative Management Team, Policy Management, EPPI Caucus, Joint Commission Chapter Chair Committee, Infection Control, Human Resources Process Management Team, Suicide Prevention, Contraband, Emergency Preparedness, all Joint Labor/Management Health and Safety Committees and Quality Action Teams as assigned.

Represent DSH-Atascadero at Cal OSHA Hearings and Appeals and DSH meetings.

Serve as Health and Safety consultant for DSH projects/committees as assigned. Respond to concerns/complaints regarding Health & Safety issues.

20% Resource Management and Supervision

Supervise, manage and provide direction to two Associate Governmental Program Analysts, two Staff Services Analysts and an Office Technician, Typing. Select and train new staff.

Improve efficiency of hospital operations while containing costs and operating within budget.

Provide leadership, direction and support of a workplace that embraces the Recovery philosophy and is free from sexual harassment and discrimination. Implement processes to comply with the Treatment Enhancement Plan and Department/Facility EEO goals.

Monitor and evaluate staff performance, provide feedback on job performance and assist with performance improvement. Assure mandated requirements such as orientation, training, physicals and licenses are met. Conduct regular meetings with staff to communicate information, promote responsibility, accountability and team building.

2. SUPERVISION RECEIVED

Mental Health Program Supervisor (Standards Compliance Director)

3. SUPERVISION EXERCISED

2.0 Associate Governmental Program Analyst; 2.0 Staff Services Analysts (General); and 1.0 Office Technician (Typing)

4. KNOWLEDGE AND ABILITIES**KNOWLEDGE OF:**

Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level. Department's equal employment opportunity (EEO) program objectives. A manager's role in the EEO program and the processes available to meet EEO objectives.

ABILITY TO:

Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports; utilize interdisciplinary teams effectively in the conduct of studies; manage a complex staff services program; establish and maintain project priorities; and develop and effectively utilize all available resources; effectively contribute to the department's EEO objectives.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety/security hazards, including infection control.

CPR – N/A

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

- ♦ Management of the environment to provide a safe and healthy workplace.
- ♦ Initiate and represent the facility at Cal OSHA appeals and hearings.
- ♦ Monitor and evaluate Injury and Illness Prevention Program, implement mandated programs and maintain compliance.
- ♦ Understanding of Employee Injury and Return to Work (RTW) Programs.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- ♦ Knowledge of JC Environment of Care standards and compliance process.
- ♦ Knowledge of Title 8 requirements that apply to the facility.
- ♦ Workers Compensation and Claims Management System (WCCMS) computer data program.

6. LICENSE OR CERTIFICATION – N/A**7. TRAINING** - Training Category = 10

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee's Signature

Date

Supervisor's Signature

Date

Reviewing Officer's Signature

Date